

**Application of Leaves Provisions
Horizon Health Network**

Scenarios	Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
1.	Childcare or family responsibilities		
a)	New school bus schedule or school/daycare drop-off and pick-up times do not align with regular work schedule	Manager may approve suitable flexible work-hours arrangement (e.g. different start/end times, compressed lunches/breaks, etc.) based on operational requirements and ensuring regular number of work hours are completed and program/service delivery is not negatively impacted.	If no alternate arrangement/accommodation possible, employee may, upon manager's approval, use vacation credits or time off in lieu of banked overtime (if applicable). Leave without pay once vacation/banked OT is exhausted or employee chooses not to use vacation/banked OT.
b)	Employee has child/dependent requiring care who is sick (COVID-19 related or otherwise) or waiting for COVID-19 test results	Employee is required to make all reasonable efforts to find safe alternate care arrangements. If not available, employee may request family responsibility leave.	Family leave available in applicable collective agreement or policy for non-bargaining employees. Leave without pay once available family leave is exhausted. Employee may, upon manager's approval, use vacation credits or time off in lieu of banked overtime (if applicable) before taking leave without pay.

Scenarios		Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
c)	Employee's child's school or daycare closed by Public Health or by school district/EECD due to outbreak	Employee is required to make all reasonable efforts to find safe alternate care arrangements. If not available, employee may request family responsibility leave.	Family leave available in applicable collective agreement or policy for non-bargaining employees. Leave without pay once available family leave is exhausted. Employee may, upon manager's approval, use vacation credits or time off in lieu of banked overtime (if applicable) before taking leave without pay.	Applies only for duration of school or daycare closure.
d)	Employee chooses to homeschool child(ren)	N/A	Leave without pay Employee may, upon manager's approval, use vacation credits or time off in lieu of banked overtime (if applicable) before taking leave without pay.	
e)	Daycare/school is open but employee chooses not to send their child/children	N/A	Leave without pay Employee may, upon manager's approval, use vacation credits or time off in lieu of banked overtime (if applicable) before taking leave without pay.	
f)	Employee has household member who has been advised by Public Health or 811 that they are required to self-isolate or is being tested for COVID-19	Employee reports to workplace in accordance with usual work arrangement.	N/A	Having a household member self-isolating or being tested for COVID-19 does not prevent employee from reporting to work unless Public Health has advised her/him that they also need to self-isolate. If employee is advised to self-isolate, see applicable scenario 2(d).

Scenarios		Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
2. Employee illness or other personal circumstances				
a)	Employee has been on a long-term sick leave before COVID-19 (March 2020), they remain on sick leave until able and fit to return to work	N/A	Available sick leave	Employee who exhausts leave may take a leave without pay and apply for EI sick benefits if eligible.
b)	Employee has to self-isolate because they travelled outside the scope of travel bubble exemptions (see mandatory order) for non-work-related reasons after travel advisory was put in place	N/A	Leave without pay	
3. Vulnerable Populations				
a)	Employee is part of a population segment vulnerable to COVID-19 as defined by the Public Health Agency of Canada	Employee reports to workplace in accordance with usual work arrangement.	N/A	Being part of a vulnerable population segment does not prevent employee from reporting to workplace with proper COVID-19 safety measures in place and by taking additional precautions such as wearing a community mask (see the Personal Measures section of the detailed alert levels).

Scenarios		Alternate Arrangement/Accommodation	Applicable Leave (If no arrangement/accommodation)	Notes
b)	Employee has a medical note confirming they have an underlying health condition that makes them vulnerable to COVID-19 AND that they cannot be present in the workplace.	Manager to seek additional information from medical professional about employee's limitations and any workplace accommodations that can be put in place. If no accommodation, employee may work remotely from home with manager approval and if equipped to work effectively and productively.	Available sick leave	Employee who exhausts leave may take a leave without pay and apply for EI sick benefits if eligible if no available sick leave
c)	Employee has household member who is part of a population segment vulnerable to COVID-19 as defined by the Public Health Agency of Canada	Employee reports to workplace in accordance with usual work arrangement.	N/A	Having a household member who is part of a vulnerable population segment does not prevent employee from reporting to workplace with proper COVID-19 safety measures in place.
4.	Out-of-Province Travel			
a)	Employee travelled for non-work-related reasons before a new travel advisory was put in place and must self isolate upon return	N/A	Leave with pay	Applies during 14-day isolation period only.
5.	Right to Refuse			
a)	Employee refuses to work after worksite has been deemed safe by WorkSafeNB	N/A	Leave without pay	Continued refusal to work by employee may be considered insubordination and subject to disciplinary measures up to and including dismissal.